

# How to set up a credentials book

## Organization is the key!

1. Purchase a 3" - three ring binder and a set of index dividers
2. First page should be the cover page
3. Next page should be the validated roster and any supplemental rosters that may have been done throughout the season. If the registrar prints out a credentials sheet for you with the all players listed place that next.
4. First tab will be coaching information for all coaches on the roster set in the order of head coach, 1<sup>st</sup> assistant etc. Any student coaches will have this information also. Next have copies of coaching cards, followed by USAH forms signed by each coach in this order - waiver of liability if not registering online with USAH (note that this is not necessary if the participant did register online as they must sign and agree prior to registration), consent to treat and code of conduct.
5. Next tab will be for players. Some managers use a separate tab for each player others use the plastic document sheets per player. What your preference is will be left up to you and what you feel most comfortable with. This section will be in alphabetical order as the names appear on the roster. If you have any supplemental players place them after the main rostered players. Place the signed USAH forms required in the following order for each player:
  - a. Government issued Birth certificate or a copy of a passport ID page – note that a hospital birth record is not acceptable.
  - b. Non-USA birth certificate (must clear with USAH district registrar or their appointee) in this case Janice Cavaretta [janice.cavaretta@wnyahl.com](mailto:janice.cavaretta@wnyahl.com) associate registrar NYSAHA/USAH. Contact should be initiated by the organization registrar.
  - c. Legal residency if applicable
  - d. Adoption papers if applicable
  - e. Photos are optional as well as school ID card (do not ask for SS cards)
  - f. Youth Transfer if applicable
  - g. Waiver of liability if not registered through USAH online procedure
  - h. Current Consent to treat
  - i. Current Code of conduct
6. The next tab will be for scoresheets. Scoresheets are to be organized by DATE order and players should be listed on all scoresheets in alphabetical order. Scoresheets do not need to be signed by the players for games to be valid and players not attending must be crossed off. However, for sheets to count the game must be against the same level and with a USAH/Hockey Canada registered team from another association. Each player on a youth team must have a minimum of 10 games played with the team and each team must compete in a minimum of at least 20 games. For Girls women 14/10 and Midget Tier III 10/8. Scoresheets do not count if the playing date is prior to the roster being validated. Scoresheets are considered tainted if they have players listed on them that are not on the validated USAH roster.